



Community Vendor Application

Application Process - Registration form and full payment must be submitted together.

Vendor Name: _____

Business Name: _____

Address: _____

Phone: _____ **Email Address:** _____

Website: _____

Type of Product: _____

Type of Vendor: ☐ Artist ☐ Retail ☐ Merchandise ☐ Other: _____

<u>Event(s) Attending (please check box):</u>					<u>Cost</u>
<input type="checkbox"/>	Sat., January 23, 2016	10:00 a.m. – 2:00 p.m.	Public Safety Day	Gateway Park	\$45
<input type="checkbox"/>	Sat., February 27, 2016	9:00 a.m. – 1:00 p.m.	Car Show	Gentry Park	\$20
<input type="checkbox"/>	Sat., March 19, 2016	9:00–12 noon	Easter Eggstravaganza	Gentry Park	\$20
<input type="checkbox"/>	Fri, April 29, 2016	5:00-9:00 p.m.	Cinco de Mayo	Gentry Park	\$20

Total Payment Amount Included: \$ _____

COMMUNITY VENDOR RULES AND REGULATIONS

All vendors must complete and sign this application to serve as a vendor at a 2016 event.

Vendors participating in El Mirage Special Events will NOT be required to purchase an El Mirage City Business License, valued at \$100 (annual license) for one event.

- Acceptance of application is subject to approval by the City on appropriateness of product and space available.
- **Reselling food products is not permitted** through the Artist/Vendor permit.
- City of El Mirage will provide a 10'x10' space and one (1) 6 foot table. No chairs are provided.
- Recommend bringing additional battery-operated lights to event. City does not provide electric.
- All vendors selling merchandise are required to have a State of Arizona TPT license (Transaction Privilege Tax License Short Form - Sales Tax/Use Tax) issued by the Arizona Department of Revenue listing City of El Mirage as a Program City. This will cost \$15 and is payable at www.azdor.gov.

Vendor Agreement: Signing the artist/vendor agreement acknowledges and accepts that all guidelines and decisions of the City of El Mirage Special Events Office are binding. Minimum requirements of each artist/vendor are as follows:

- Table and products will be completely set up, organized and ready to sell **45 minutes prior to event start time.**
- All vehicles must be moved and parked in designated areas **45 minutes prior to event start time.**
- Artist/Vendor will be physically present at exhibit during published event hours.
- Special Events will be notified immediately if vendor unable to participate in event.
- All items will be removed immediately at the close of the event and the space will be returned to original condition.
- Vendors are **not allowed** to give out food items unless prior permission granted.
- Cost: Spaces for events at Gentry Park are \$20; events at Gateway Park are \$45.
- Payment must be received with the application. Check payable to City of El Mirage.
- Payments (check or cash) may also be made in person at Customer Service Center located at 14406 N. Alto Street, El Mirage, AZ. Hours: M-F, 7:30 a.m. - 5:30 p.m.
- If paying by credit card, please call Customer Service at (623) 933-1228 and include receipt with application.

Participants agree by signing below to accept the following hold harmless clause: I have reviewed and agree to all terms for participating in the City of El Mirage Events. By registering for and participating in events. I assume full risk and responsibility for any loss or damage incurred during this event and I release and hold harmless the City of El Mirage, employees, coordinators, volunteers, contractors and sponsors from any claims arising out of my participation in this event. I understand that I am solely responsible for all State, City, County, or other applicable permits, licenses, and/or certificates associated with my participation in events. I understand that I have been advised to carry my own personal and product liability insurance.

I have read and agree to comply with all terms in this application. I have properly completed the above list of items to be sold. I also agree to complete attached W-9 Form and City of El Mirage Vendor Registration Form and return with my application.

Signature: _____

Printed Name: _____ Date: _____

Mail or Submit Applications to:

Jeffrey Anderson
Special Events Coordinator
El Mirage City Hall
12145 NW Grand Ave
El Mirage, AZ 85335

Questions? janderson@cityofelmirage.org 623-876-2942.

